

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## IN-HOUSE VACANCY ANNOUNCEMENT

04/14/04

Does not confer to Civil Service Status

POSITION: **Supervisory Rec Spec (SAC Coord)**  
NF-0188-03

ANNOUNCEMENT # **SP 57-04**

Salary: \$11.57- \$14.00

LOCATION: MWR Dept, CDP & Youth Div, NSA  
Norfolk VA 23511

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION: All MWR Employees- Region-wide**

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Designs and implements the daily structure, curriculum and activities of SAC and Summer Day Camp programs. Uses a variety of educational and recreational plans to stimulate and sustain the interest of children and contribute to their social, emotional, intellectual and physical development. Plans and programs special activities, field trips, holiday events, visits by guest speakers and other programs for children ages 5-12 with varied interests and abilities, including those with learning disabilities or those in accelerated or gifted programs, and children with disciplinary problems. Directly supervises all program operations and activities to comply with DOD, Navy and local policies and guidelines. Follow administrative procedures and operating instructions and provide direct oversight to ensure all policy requirements are met. Ensure they are safe and ensure space and material and equipment are safe and clean. Observes and evaluates children's development level and ensures all records are properly maintained. Duties include developing forms, collecting data, writing reports and maintaining records. Handle parent questions and concerns in a diplomatic and professional manner. Attend regular staff meetings for information, instructions and planning purposes. Coordinates the transportation needs of programs participants on group outing. Arranges for all supplies and equipment necessary to support the SAC program within proper procurement requirements. Reports incidents of suspected child abuse or neglect immediately to supervisor and appropriate offices. Makes administrative decisions regarding the SAC program in the absence of the Youth Program Director.

**QUALIFICATIONS:** A four year degree from an accredited college or university in recreation, child development, elementary education, community recreation or closely related fields is strongly preferred, but may be substituted by equivalent education, course-work, related experience, training. A minimum of 3 years documented experience in youth recreation and /or SAC programming, and a minimum 1-year of supervisory experience is required. Must possess knowledge of the entire scope of educational/recreational activities for children and their suitability for youth according to ages, interests and abilities, and knowledge of principles and practices used in organizing, planning, developing, coordinating and implementing age appropriate recreational activities for ages 5-12 years to challenge participants so that they may benefit from physical, psychological and social values. Must possess managerial and administrative skills necessary to accomplish the mission of the SAC program. Functions include programming, monitoring of equipment needs and replacement, effective communication with children, staff and parents, problem solving, etc. Must be able to communicate effectively both orally and in writing. Must have the ability to speak and write English.

**SPECIAL REQUIREMENTS:** Incumbent must pass the required physical examination and maintain required immunizations. Must be able to satisfactorily complete local, state and national criminal background checks. Must maintain current certification in First Aid and CPR. Must complete specified hours of training annually, which includes child abuse prevention, identification and reporting procedures. Must possess and maintain a valid state driver's license, as travel is required. Must successfully complete the Navy Youth Training Program Modules within the established timeframe.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

***"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."***

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)